How to Use the EDRS Practice Website

Introduction:

Welcome to the Electronic Death Registration System (EDRS) practice site. Staff at the Washington State Department of Health have created this site to allow people who are new to EDRS to try out the elements of the EDRS website before having to complete a real death certificate online.

We have created names of people in three counties in the roles of funeral director, medical certifier, coroner/medical examiner, deputy registrar, workgroup manager, and data entry staff. You'll also find the names of decedents and a list of decedents to enter to experience the verification of social security association (SSA) numbers. You can use these names to enter the system and try your hand at writing demographics, verification of SSA numbers, assigning cases to medical certifiers or the coroner, or completing the cause of death section. To comprehend all the activities related to completing a death certificate in EDRS, you may want to start as a funeral director, then log out and return as the medical certifier you assigned the case to, and then complete the file as the deputy registrar for the county.

Each evening the information will be reset so new users can also try functioning in the given roles.

Information on What You Will See in the Practice Site:

Here are some things to keep in mind as you work in this practice site:

- This practice site is identical to the EDRS actual site, although the names of individual users and decedents are fictional. What you learn in the practice site you will be able to duplicate in the actual EDRS website.

- This is not the EDRS site for recording actual deaths. To record information about real decedents go to: www.edrs.doh.wa.gov. For that site, you'll need a User ID and Password created for you when you set up your account. Remember: The User names and passwords established for the EDRS Practice Site will not work in the actual EDRS website.

- All of the details related to users and decedents in the practice website have been created and do not reflect any actual people.

- It is fine to try something and to discover you have made an error. The purpose of this site is to allow you to make mistakes and learn from them so your use of the EDRS website in completing details of an actual case will feel more comfortable to you. If you get an error message, follow the instructions given to complete the case and then log out.

- Once you have signed into the system, it is fine to create a case without using the suggested names for decedents. However, to honor confidentiality rules, please do not use actual names, social security numbers, addresses, or other identifiers. While the details you enter will be deleted each evening, before that time others can see the names and information you have entered.

Specific EDRS Site Rules:

1. Any item marked with a red asterisk must be filled in. If you don't know the information, look for "Unknown" or "To Be Determined" in the drop-down menu.

2. Use the "Log Out" button to leave the site. Do not click on the "X" in the top corner of the page, as you and other people wanting to practice will be prevented from logging in to the site, with the User name you selected, for 20 minutes.

3. Using the "Back" button generally causes an error message. Use the Menu Options to return to a previous screen or select a new screen.

4. If you have approved something, such as the Demographics portion of the death record, and then realize you want to make some changes, you can do so until the death record has been filed by the deputy registrar.

Steps for Using the Practice Site:

1. Determine your role. Decide whether you want to:
    a. Try to assign a case to a medical provider or to complete the demographics section (funeral director);
    b. Practice SSA number verification
    c. Complete the Cause of Death section (medical certifier);
    d. Receive and review a referred file (medical examiner/coroner); or,
    e. Review and then approve the entire death record (deputy registrar).

    NOTE: you may want to try all five – directions are below.

2. Determine which county you want to operate in. We are offering only three counties; choose one of these.

3. Click on the 'Practice Website User List' link on the front page of the website and decide your role and county. On the front page of the practice site, locate the User ID and Password boxes. Enter the user ID and the Password for the individual you want to start as; also insert your email address so you can receive notifications as you would in the roles you play.

4. You will be taken to a new screen, inside the EDRS practice site. In the top right corner of the page, you will see the name of the person whose role you have undertaken. And, you will see the "Log Out" button to use when you have completed your work in that role.

5. In the center of the screen you may find a list of decedent cases that have been assigned to the role you have assumed. You can click on these cases and complete them to try out the system. Click on the "Death Record Purposes" link on the login screen to see a list of pre-populated cases and their purpose. (Please note – once you complete a pre-populated record, it will not be refreshed in the system until the next day.)

6. On the left side of the screen, under the EDRS logo, you will see a tab called "Death Records." Click on or hover over this to open a drop-down menu. Click on "New Death Record" to create a new case. In "Case Management," another menu option, you will be able to retrieve cases assigned to your role (if any have been), although generally those cases should all be listed in the center of the screen when you log in.

7. If you want to see how to verify a decedent's SSN, look in <u>Appendix A</u> in this document ("SSN Simulation Data") or click on the link on the front page of the application before you log in called "SSN Simulation Data". You will need to select a decedent's name from the list enter the first, middle, last name, gender, date of birth, and the SSN number as shown. If you enter data exactly as presented you will see how the EDRS responds with a passing verification. If you decide to create your own decedent, or if you do not enter the data exactly as shown from the list provided, you will see a failed verification.

8. Depending on your role, you will be able to create and approve death record information in new or retrieved cases. If you are working on an existing case, click on the individual's name to retrieve and begin editing the decedent's information. If you are creating a case, complete the "Start a New Record" page that appears when you click on the "New Death Record" title in the list. After filling in the blanks click the "Submit" button. You will be asked to complete information about who will be working on the case. When this is complete, click the "Continue" button to save the assignment information. The rest of the record can be completed on the next page. For now, hover over the "Death Record" menu option and select "Case Management." The record you have created will appear in the case management tab list and you can click on it to see the following decedent information.

    a. Case Assignments: This page can be completed by the funeral director or medical certifier. It allows you to identify the funeral home and medical certifier. If you know the case should be referred to the coroner/medical examiner, you can click on the button to make that referral. When you have completed this page, click on "Update" at the bottom.

Suggestions:

- Try choosing from the drop down menus or assign a case to a medical certifier whose name you have made up, to see what messages the system gives you.
- Put in information and save it and then return to this page and change it.

b. Demographics: This page is completed by the funeral director and requires a lot of details. Remember that any box with a red asterisk has to be completed or you will get an error message. If you want to record information you have entered, click the "Save" button. Use "Submit for Approval" when you believe you have completed this page and want to submit for approval.

Suggestions:

- Try entering different pieces of information to see what changes and what messages you get when you leave something blank. Getting error messages in the practice site will alert you to what you need to complete or what you can complete with "unknown."
- Hit "Submit for Approval" and then return to the page to make changes to learn what you need to do to make those changes.

c. Cause of Death: This section is completed by the medical certifier, coroner, or medical examiner. As on the other pages, boxes with red asterisks must have something entered, although "unknown" may be used in some instances. Here are some specific things that happen, depending on how you complete this page:

- You do not have to complete the section on "Injury Related Deaths" in the Cause of Death section if the death was not caused by some kind of injury.

- A case will automatically be referred to a medical examiner/coroner if certain words are used in the Cause of Death section. If you include "fall" as contributing to the cause of death, for example, you will see the case automatically referred to the medical examiner/coroner after it has been approved.

- If Cancer is identified as a cause of death, you will be asked whether you have provided all the details, when you click the "submit" button. You can add details about the cancer and/or click on the box next to the statement of "The information provided is the best available at this time."

Suggestions:

- Try using an acronym as a cause of death or intentionally spell something incorrectly and see what happens when you click on the "Spell Check" button.

- Identify “Cancer” as the cause of death to see the box that opens.
- List a cause of death that includes something like “gunshot wound” or “hip fractured in fall” to see an automatic referral to a medical examiner/coroner.

d. Deputy Registrar: This is the page that allows a deputy registrar to review everything that has been recorded. If everything looks complete and accurate, you can approve and file the death record. If you see something that the medical examiner or coroner should review, you can refer this case to the coroner/medical examiner by clicking the “Refer to ME/Coroner” button.

9. You can try all four roles, with either the funeral home or medical certifier starting the case. Note that you will complete the file in one role and then log in as another role. Here are the responsibilities of each of the major roles:

   a. The funeral home may create a new record and then completes the “Demographics” page. Log in as a funeral director, complete the “Basic Demographics and Case Assignments” section and the move to the “Demographics” page. When these pages have been completed, use the “Log Out” button on the top right.

   b. The medical certifier, receiving notification from the system that a case needs attention in EDRS, logs into the system and completes the Cause of Death section. Log in as the medical certifier and complete the information in that section. Include language that refers the case to a medical examiner/coroner if you would like to see that process. Cases that are not “Natural” or “Pending” in the “Manner of Death” are referred to the medical examiner or coroner in the county of death. Log out using the button on the top right corner.

      NOTE: The medical certifier may also start a case. If so, log in, select “New Death Record” from the “Death Record” menu and complete the “Basic Demographics and Case Assignments” section. After a medical certifier clicks the “Continue” button the “Cause of Death” section will open for editing.

   c. The coroner/medical examiner, receiving a referral from a funeral home or medical certifier or automatically from the system because of the cause of death, receives notification and enters the system. Review the Cause of Death section and determine whether you want to take responsibility for the case. At the top of the page, you are asked to either “Assume Jurisdiction” or “Not Take Jurisdiction” of the Cause of Death. Check the appropriate box and click “Submit.” Take any additional steps required, depending on your choices. Then click the “Log Out” link in the top right corner.

   d. The deputy registrar makes the final review. Look for the check box at the bottom of the page to begin the approving and filing process for the record. Hover or click on the “Death

Record” menu item and click on the “Case Management” option. You should see the record you have just approved and filed showing “Approved” under “Demographics” and “Cause of Death” and “Filed” under “Deputy Registrar.” Click the “Log Out” link in the top right corner to exit EDRS.

Appendix A

SSN Simulation Data

First Name	Middle Name	Last Name	Gender	Date of Birth	SSN
Helene		Chimento	F	08/27/1924	155-16-5703
Mark		Thomas	F	07/02/1934	156-26-1900
Regina	Gail	Martinez	F	06/29/1964	310-70-9801
Michelle	Lynn	Pounders	F	10/29/1970	408-21-1105
Mary	Elizabeth	Gibson	F	01/15/1921	440-62-4102
Jenny	L	Ditto	F	03/07/1928	441-74-3602
Jill	Ann	Pevehouse	F	11/02/1961	443-68-6503
Cynthea	Ann	Wolf	F	11/15/1960	443-68-6601
Ida	Denise	Taulton	F	02/04/1964	443-70-2901
Stephen	J	Walters	M	09/01/1967	443-74-2201
William	Merle	Adams	M	06/08/1969	443-76-4803
Michael	Darren	Baker	M	08/15/1967	443-78-9402
Jennifer	Elaine	Basham	F	12/13/1966	443-80-9502
Kelli	Deneen	Watson	F	01/17/1965	443-96-9302
Annie	Pearl	Franklin	F	12/04/1936	444-36-2802
Rodger	Lee	Quarles	M	05/18/1938	444-36-7301
Cynthia	Devette	Henderson	F	05/30/1964	444-66-3903
Lisa	Rana	Harmon	F	11/10/1970	444-66-4603
Thomas	Albert	Chastain	M	12/03/1959	444-66-9204
Ollie	Faye	E'gan	F	01/16/1939	447-46-2504
Mary	Melinda	Lovelace	F	11/30/1969	447-74-7702
Jose		Padilla	M	07/06/1956	449-19-7004
Mitchell	Gene	Deshazer	M	12/23/1982	456-98-1190
Eva	Elizabeth	Tierrablancannsmiths	F	06/08/1978	458-85-9103
L'inda	Faye	Peacock	F	07/28/1947	462-23-8906
Katherine	Jane	Gentry	F	05/02/1946	463-27-7508
Rosaletta	Mary	Kress	F	10/14/1959	478-88-4409
Mary	Margaret	Lork	F	09/10/1961	506-94-5004
Margueriteteena	C	Hawkins	F	11/24/1924	570-30-2909